

# APPLICATION FOR PORTABLE SIGN PERMIT *(revised 8/28/11)*

Georgetown Charter Township  
1515 Baldwin St, P.O. Box 769  
Jenison, MI 49429  
616-457-2690

## APPLICANT INFORMATION

|   |                     |  |
|---|---------------------|--|
| NAME OF SIGN COMPANY IF APPLICABLE OR NAME OF BUSINESS REQUESTING THE SIGN: |                     | PHONE:   |
| APPLICANT NAME (NAME OF INDIVIDUAL WHO IS REQUESTING THE PERMIT):           |                     | BIRTHDATE OF INDIVIDUAL REQUESTING THE PERMIT: |
| ADDRESS OF APPLICANT REQUESTING THE PERMIT:                                 | CITY / STATE / ZIP: |  |

## PROPERTY INFORMATION

|   |                     |        |
|---|---------------------|--------|
| COMPANY or BUSINESS NAME OF SITE or TENANT SPACE WHERE SIGN IS TO BE LOCATED: |                     | PHONE: |
| OWNER / AGENT NAME OF PROPERTY or TENANT SPACE WHERE SIGN IS TO BE LOCATED:   |                     | TITLE: |
| ADDRESS OF WHERE SIGN TO BE LOCATED:  | CITY / STATE / ZIP: |        |

OFF-SITE SIGNS ARE ONLY ALLOWED FOR MUNICIPALITIES, SCHOOLS OR NON-PROFIT ORGANIZATIONS. IF THE PERMIT IS FOR AN OFF-SITE SIGN, WRITTEN PERMISSION MUST BE PROVIDED BELOW BY THE PROPERTY OWNER OR AUTHORIZED AGENT ALLOWING THE PLACEMENT OF THE SIGN ON THE PROPERTY AND ACKNOWLEDGING THAT THIS DISPLAY PERIOD COUNTS TOWARDS THE MAXIMUM NUMBER ALLOWED.

**SIGNATURE OF PROPERTY OWNER GIVING PERMISSION-ONLY NEEDED FOR OFF-SITE SIGNS:**

## SIGN INFORMATION

|                         |                      |   |
|-------------------------|----------------------|---|
| DIMENSIONS OF THE SIGN: | SIGN ADVERTISES FOR: | SETBACK FROM THE ROAD RIGHT-OF-WAY:   |
| PERMIT START DATE:      | PERMIT END DATE:     | IS SIGN ILLUMINATED? NO flashing, strobe, moving, oscillating, or intermittent il |

IF THE SIGN IS ILLUMINATED, AN ELECTRICAL PERMIT MAY BE REQUIRED. HAS ONE BEEN OBTAINED?

## PERMIT INFORMATION

**ALL SIGNS IN GEORGETOWN CHARTER TOWNSHIP MUST HAVE A SIGN PERMIT.**

THE ORDINANCE DEFINES A PORTABLE SIGN AS FOLLOWS: A SIGN NOT PERMANETLY ANCHORED OR SECURED TO EITHER A BUILDING OR THE GROUND SUCH AS A, BUT NOT LIMITED TO, "A" FRAME, "T" SHAPED, OR INVERTED "T" SHAPED SIGN STRUCTURES AND SIGNS AFFIXED TO SIGN STRUCTURES AND SIGNS AFFIXED TO MOVABLE TRAILERS, TO BE DISPLAYED FOR A LIMITED PERIOD OF TIME.

THE ORDINANCE ALLOWS PORTABLE SIGNS AS FOLLOWS: ONE (1) PORTABLE SIGN PER PARCEL PER WEEK, NOT EXCEEDING THIRTY-TWO (32) SQUARE FEET IN AREA PER SIGN AND SETBACK AT LEAST TEN (10) FEET FROM THE ROAD RIGHT-OF-WAY LINE OR FROM THE DISTANCE AS REQUIRED IN CHAPTER 24. NO ELECTRICAL CORD ATTACHED TO THE SIGN SHALL EXTEND MORE THAN 6 FEET. A PORTABLE SIGN SHALL NOT BE PERMITTED FOR MORE THAN 3 DISPLAY PERIODS PER BUSINESS DURING THE CALENDAR YEAR OR 3 DISPLAY PERIODS PER YEAR PER FOR EACH BUSINESS IN A BUSINESS CENTER. A SEPARATE PERMIT AND FEE SHALL BE REQUIRED FOR EACH DISPLAY PERIOD AND THE PERMIT STICKER SHALL BE AFFIXED TO THE SIGN FOR THE ENTIRE DISPLAY PERIOD.

## APPLICANT SIGNATURE

IT IS THE APPLICANT'S RESPONSIBILITY TO MEET THE REQUIREMENTS OF THE TOWNSHIP ZONING AND GENERAL ORDINANCES IN ALL RESPECTS AND TO PROVIDE THE NECESSARY INFORMATION TO THE TOWNSHIP FOR APPROVAL. COPIES OF THE ORDINANCE MAY BE OBTAINED FROM THE GEORGETOWN TOWNSHIP WEBSITE AT [WWW.GEORGETOWN-MI.GOV](http://WWW.GEORGETOWN-MI.GOV). IT IS THE APPLICANT'S RESPONSIBILITY TO REMOVE THE SIGN AFTER THE PERMITTED TIME HAS EXPIRED OR THE APPLICANT MAY BE CITED. I ACKNOWLEDGE THERE ARE NO REFUNDS FOR ANY REASON. BY SIGNING BELOW I AM CERTIFYING THAT I AM AN AUTHORIZED AGENT OF THE PROPERTY OR BUSINESS UNIT.

|                      |       |
|----------------------|-------|
| APPLICANT SIGNATURE: | DATE: |
|----------------------|-------|

## FOR OFFICE USE ONLY

|   |                |
|---|----------------|
| SIGN PERMIT APPROVED FOR THE FOLLOWING DATES: |                |
| APPROVAL SIGNATURE:                           | APPROVAL DATE: |

**Sec. 25.6 SIGNS PERMITTED.**

- (6) PORTABLE SIGN, one (1) such sign per lot, subject to the following restrictions. The sign must be an on-site sign except as provided for in this ordinance. The sign shall be set back at least ten (10) feet from the road right-of-way line or from the distance as required in Chapter 24. No electrical cord attached to the sign shall extend more than six (6) feet from the power source to the sign. A display period consists of a maximum of seven (7) consecutive days. One business or establishment cannot give, transfer, or loan its display period or similar rights hereunder to another business or establishment (*e.g. this means that one business shall not use another business's permit time*) except to a municipality, school or nonprofit entity. A portable sign can only advertise or relate to a lawful use on the lot where the sign is located (except that a municipality, school, or nonprofit organization may locate a portable sign at a location other than where the use or activity being advertised is located). A separate permit and fee shall be required for each display period and the permit sticker shall be affixed to the sign for the entire display period.
- (a) Per parcel (excluding a business center)
1. Only one (1) portable sign can be displayed per lot and shall not exceed thirty-two (32) square feet in area per sign;
  2. Such sign shall not be permitted for more than three (3) such display periods per lot during the calendar year;
  3. If all display periods for a calendar year have been used up and evidence is submitted to the Township that a new business has commenced on that lot, one (1) additional display period shall be permitted in that calendar year. Such additional sign shall be permitted only during the calendar year in which the business change takes place and must be used only by the new business.
- (b) Per business center
1. Only one (1) portable sign may be displayed per lot and shall not exceed thirty-two (32) square feet in area per sign;
  2. Each business center unit or individual business if occupying more than one unit shall not be permitted more than a maximum of three (3) such display periods per calendar year;
  3. If all display periods for a calendar year have been used up and evidence is submitted to the Township that a new business has commenced in a unit of a business center, one (1) additional display period shall be permitted in that calendar year for that unit in a business center. Such additional sign shall be permitted only during the calendar year in which the business change takes place and must be used only by the new business.